



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

MANAGEMENT SERVICES TECHNICIAN

\$2,413 – \$3,313

ADMINISTRATION AND LICENSING SERVICES SACRAMENTO

RESPONSIBILITIES: Under the supervision of the Deputy Commissioner, Administration and Licensing Services Branch, the incumbent provides analytical and administrative support to the Deputy Commissioner. Duties include but are not limited to the following: perform research and analysis on confidential and sensitive departmental program related issues and complete special projects as assigned; prepare statistical and informational reports; make recommendations to the Deputy Commissioner for appropriate action; monitor the Branch's budget allotments and expenditures; review and verify monthly expenditure reports such as overtime, travel, training, quarterly reports, and resolve discrepancies; develop and maintain automated tracking system to monitor assignments given to program staff by the Deputy Commissioner; develop and revise as necessary, standard office policies and procedures for the Branch; maintain confidential and sensitive files; and provide administrative support to the Deputy Commissioner.

DESIRABLE QUALIFICATIONS:

- Excellent organizational, and written and verbal communication skills;
- Strong analytical and problem-solving skills;
- Ability to work independently and exercise sound judgment in accomplishing and completing assignments;
- Ability to exercise discretion and diplomacy in confidential and sensitive assignments;
- Ability to work under pressure and time constraints, and handle changing priorities effectively; and,
- Strong computer skills with a proficiency in Microsoft Office software (i.e., Word, Excel, Access)

WHO MAY APPLY: Applications will be accepted from current State employees at the Management Services Technician level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Patricia Berry, Human Resources, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Management Services Technician #113-5278-xxx" on the State Application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

FINAL FILING DATE: **June 25, 2007, 5:00 p.m. close of business**

NOTE: Interested individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD